

DAILY TIME RECORD**CENTINO, ZYRA MAY H.**

(NAME)

For the month of
December 1 - 31, 2024Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:50	12:07	12:23	6:50		8hrs
3-TUE						OB
4-WED						OB
5-THU						OB
6-FRI	8:00	12:00	1:00	5:40		8hrs
7-SAT						Off
8-SUN						Off
9-MON	7:56	12:09	12:17	5:05		9hrs 1min
10-TUE	7:50	12:15	12:23	5:54		9hrs 56mins
11-WED	8:05	12:07	12:25	5:51		9hrs 28mins
12-THU	7:59	12:07	12:17	5:43		9hrs 34mins
13-FRI	8:00	12:59	1:00	5:36		9hrs 35mins
14-SAT						Off
15-SUN						Off
16-MON	8:00	12:13	12:59	5:33		8hrs
17-TUE	8:00	12:13	12:21	5:35		8hrs
18-WED	8:00	12:09	12:13	6:30		8hrs
19-THU						EDL
20-FRI	7:48	12:32	12:40	5:38		8hrs
21-SAT						Off
22-SUN						Off
23-MON						SPL
24-TUE						Holiday
25-WED						Holiday
26-THU						CDO
27-FRI						CDO
28-SAT						Off
29-SUN						Off
30-MON						Holiday
31-TUE						Holiday

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.



ZYRA MAY H. CENTINO

VERIFIED as to prescribed office hours



LILIAN B. NUNEZ
Department Head
College of Management & Economics

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